

Applications! Tables! Plans! Oh, my!

Making the Connections



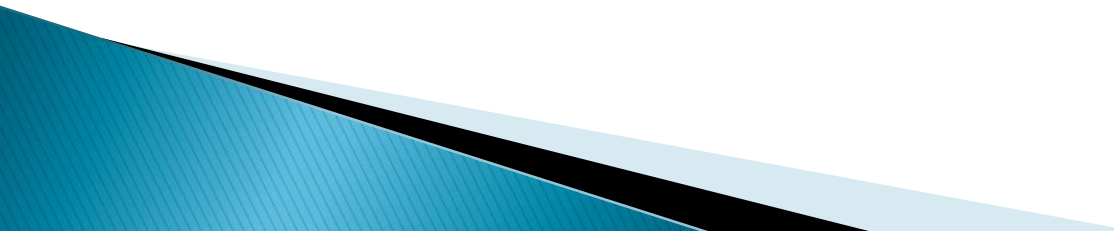
You don't need a wizard to make the connections.



But you may need some ruby slippers!



Central Processing Unit (CPU) Procedures

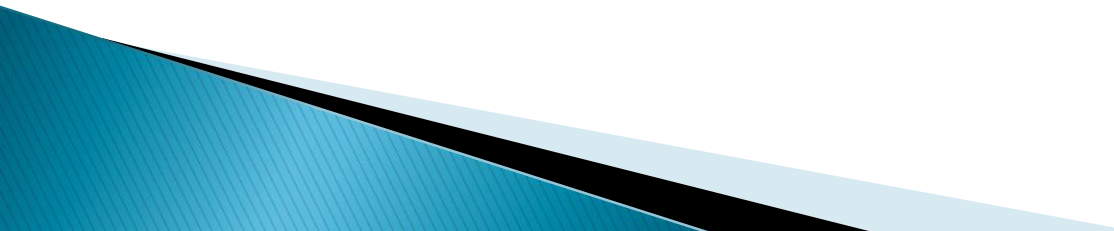
- Application/amendment is submitted by LEA through the Grants Management System
 - Each day, CPU runs a list of all applications/amendments submitted through midnight of the previous day
 - Allocations/carryover amounts are verified and notice is sent via e-mail to Program Specialist that the document is ready for review
 - Specialist either rejects back to the LEA—which means the process starts all over—or Specialist sends for program approval
 - CPU Director runs report daily to see what applications/amendments have been sent for Program approval
- 

Central Processing Unit Procedures continued . . .

- ▶ Document is reviewed for coding and any other questions regarding the document (allowable costs, etc.)
- ▶ If document is okay, it is approved and sent to Title I Deputy Associate Superintendent (DAS) for final approval

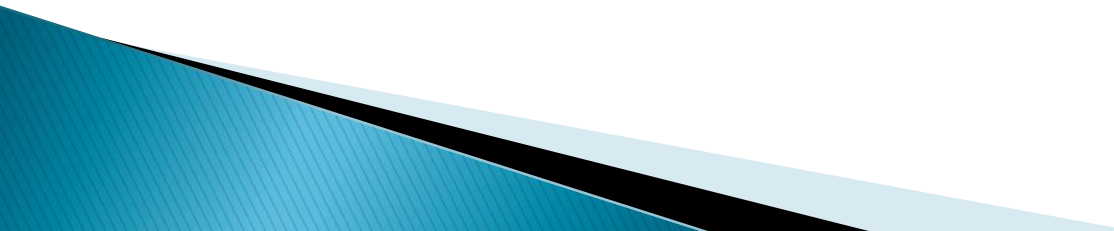
PLEASE NOTE: There are times when the Specialist, CPU Director and/or TI DAS may be out of the office which will increase the amount of time it takes to complete the entire process.

ALSO NOTE: When the Specialist sends for Program approval, there are still a couple of reviews left before the document is approved on the Grants system. When the item is approved, an e-mail notification will be sent to the e-mail addresses listed on the Contact page.



Basics of Fiscal Applications:

Fiscal applications, such as the NCLB Consolidated Programs Application, need . . .

- ▶ to be based on a comprehensive needs assessment;
 - ▶ to reflect goals, strategies, and action steps in the Continuous Improvement Plan in ALEAT;
 - ▶ to have clear, thorough, and succinct line item descriptions; and
 - ▶ budget totals that balance within the application and with NCLBConAppTables.
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Comprehensive Needs Assessment

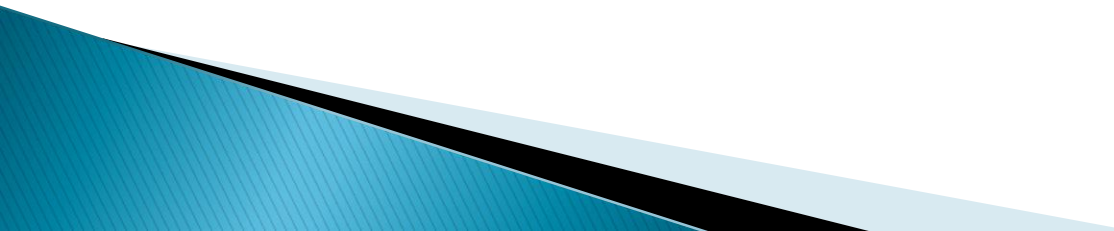
Whether or not you have a school in School Improvement, the Standards and Rubrics for School Improvement is a valuable tool for completing a comprehensive needs assessment for your schools. Use this link to get access:

<https://www.azed.gov/schooleffectiveness/STDSRUBRIC.pdf>



Continuous Improvement Plans in ALEAT

A local educational agency (LEA) needs to complete a Continuous Improvement Plan in ALEAT each school year. It should be reflective of the results of a comprehensive needs assessment at the district or charter holder level. It is made up of goals, strategies, and action steps.



Don't be afraid of ALEAT.



We're here to help you.



Goal – Strategy – Action Step

Plans must include *at least* one of the following:

- LEA-level SMART Goal for each of the 7 NCLB Goal Topics
- Strategy selected to accomplish each Goal Topic
 - Strategies are to be research or evidence based
 - Additional strategies may be needed to accomplish the Goal Topic
- Action Step(s) – At least one per strategy is required
 - The Plan should include a sufficient number of steps to describe the implementation of the strategy

SMART Goals

Strategic and specific

Measurable

Attainable

Results Based

Time Bound

SMART Goal Example

***NCLB* Goal Topic**

1 A Reading/Language Arts Proficiency

All students (including students with disabilities, English language learners, and the economically disadvantaged and 5 racial/ethnic subgroups) will attain proficiency or better in reading/language arts by 2013–2014.

***LEA* Goal Statement**

By June 2011, the percentage of middle school students who meet or exceed state standards in reading/language arts will increase by 11% for 6th graders, 10.2% for 7th graders and 11.5% for 8th graders as measured on the Spring 2011 AIMS reading test.

Strategy: the tool or method selected to achieve a goal

A strategy is . . .

- Systematic and organized
- Action oriented – The strategy statement must indicate action
 - goal-based
 - research or evidence based
 - logical

Example: Implement an SBR intervention model for all low achieving 6–8th graders

Action Step: a specific effort undertaken to implement a strategy

Action steps . . .

- Are clearly stated intentions, succinctly written, beginning with a verb
- State how the strategy will be implemented: when, who, how and with what resources
- Are specific and doable within the established timeframe

Action Steps continued

Action steps . . .

- Must include an evaluation of the implementation of the strategy

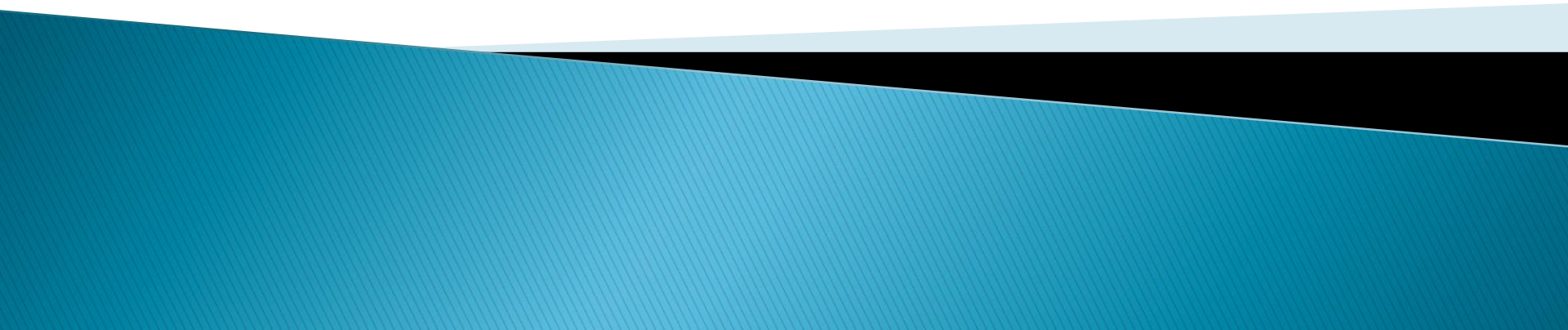
Example:

1. Research and select the SBR intervention
2. Provide PD for teachers on selected intervention
3. Evaluate the effectiveness of the professional development
4. Evaluate the effectiveness of the intervention

NOTE: Professional development is usually an action step

Applications

Line Item Descriptions

- Clear
 - Thorough
 - Succinct
- 


| Function Code | Object Code | Amount | Description |
|------------------|-------------|------------|--|
| Instruction 1000 | | | |
| Salaries | 6100 | 186,976.00 | <p>Title I: (\$114,160) 2.5 FTE HQ Reading Specialists at ABC Elementary who have reading endorsements.</p> <p>Title I: (SET ASIDE #4) (\$47,130) 1 FTE HQ preschool teacher at GHI Elementary to support the addition of a preschool for 4-year-olds.</p> <p>Title I: (\$25,686) .4 FTE HQ Math specialist at XYZ High School to assist both students and teachers in providing supplemental math support to increase math academics.</p> |
| Benefits | 6200 | 50,330.58 | <p>Title I: (\$34,362.57) Benefits for 2.5 FTE HQ Reading Specialists at ABC Elementary.</p> <p>Title I: (SET ASIDE #4) (\$14,002) Benefits for 1 FTE Title I preschool teacher at GHI Elementary to support the addition of a preschool for 4-year-olds.</p> <p>Title I: (\$1,966.01) Benefits for .4 FTE HQ XYZ High School Math specialist to assist both students and in providing supplemental math support to increase math academics.</p> |

| Function Code | Object Code | Amount | Description |
|---|-------------|-----------|--|
| Support Services 2100, 2200, 2600, 2700 | | | |
| Salaries | 6100 | 39,873 | <p>Title I: (SET ASIDE #5) (\$4,376) .34 FTE Homeless Liaison salary.</p> <p>Title I: (SET ASIDE #6) (\$8,997) 1 FTE Parent Liaison salary at ABC Elementary.</p> <p>Title I: (SET ASIDE #7) (\$2,500) Substitute salaries for Title I staff when staff absent due to professional development/training</p> <p>Title II: \$24,000 to pay 6 stipends to retain National Board Certified teachers in high needs schools and to perform leadership responsibilities in PD, student services, and mentoring throughout the year.</p> |
| Benefits | 6200 | 13,669.28 | <p>Title I: (SET ASIDE #5) (\$2,718.28) .34 FTE Homeless Liaison benefits.</p> <p>Title I: (SET ASIDE #6) (\$6,537) 1 FTE Parent Liaison's benefits at ABC Elementary.</p> <p>Title I: (SET ASIDE #7) (\$213) Substitute benefits for Title I staff who are gone due to professional development/training</p> <p>Title II: \$4,201 benefits for 6 stipends for National Board Certified teachers.</p> |

Budget totals that balance within the application

| BUDGET LINE ITEMS | | | | |
|---|-------------|-------------|--|------------------------------------|
| Function Code | Object Code | Title I LEA | Title I–D Neglected or Delinquent –LEA | Title II Improving Teacher Quality |
| Instruction 1000 | | | | |
| Salaries | 6100 | 186,976.00 | 0.00 | 0.00 |
| Benefits | 6200 | 50,330.58 | 0.00 | 0.00 |
| Support Services 2100, 2200, 2600, 2700 | | | | |
| Salaries | 6100 | 15,873.00 | 0.00 | 24,000.00 |
| Benefits | 6200 | 9,468.28 | 0.00 | 4,201.00 |

Budget totals that balance with the NCLBConAppTables

- ▶ NCLBConAppTables is an abbreviation for NCLB Application Tables with ARRA Title I cells
 - ▶ They are the Excel spreadsheets that must accompany the NCLB Consolidated Programs and ARRA Title I Continuation applications.
 - ▶ Most often, they are also required for amendments to Title I or ARRA Title I projects.
- 

NOTE: The shaded items above are entered in the Instructions page of this file. You don't need to enter them again.

Set-Asides for 2010-2011 Title I-A and ARRA Title I-A Fund Allocations

| Item | LEA Title I-A and ARRA Set-Aside Descriptions | FY2011 Title I | ARRA |
|------|---|----------------|----------|
| 1 | Support LEA Administration - If applicable, the equitable set aside for admin for private schools should be entered in Item 3 below, not here. | \$0.00 | \$0.00 |
| 2 | Indirect Costs , if applicable. | \$0.00 | \$0.00 |
| | Title I Services to Private Schools: | | |
| 3 | Equitable portion of funds for parent involvement: | \$0.00 | \$0.00 |
| | Equitable portion of funds for professional development: | \$0.00 | \$0.00 |
| | Equitable portion of funds for administrative activities: | \$0.00 | \$0.00 |
| 4 | LEA Instructional Programs , such as summer school programs or pre-school. Descriptions must be included in your Consolidated Plan in ALEAT. | \$61,132.00 | \$0.00 |
| 4A. | Salary Equalization and Financial Incentives for Title I Teachers per NCLB Section 1113(c)(4) | \$0.00 | \$0.00 |
| 5 | Services to Homeless students - For information see: NCLB Doc Library LEAs with a TI allocation of over \$50,000 must set aside 1/2% of those funds; LEAs with \$50,000 or less must set aside a minimum of \$100. See Requirement 1/Justification1 in the NCLB Consolidated Application Directions (found in Grants Management System - Application Downloads) for detailed information. | \$7,094.28 | \$0.00 |
| 6 | Implementing Effective Parent/Family Involvement. (1% set-aside required for districts with allocations of more than \$500,000) LEAs may reserve up to 5% of this set-aside for LEA-level activities; the remainder must be distributed to Title I schools. Enter all amounts budgeted for parent involvement. | \$15,534.00 | \$0.00 |
| 7 | Professional Development for Title I Staff to improve instruction in funded schools. | \$0.00 | \$0.00 |
| 8 | Public School Choice Transportation or Supplemental Services - If LEA has schools in School Improvement, enter the 20% required set-aside to be reserved to implement public school choice transportation and supplemental services. See Requirement 2/Justification 2 in the NCLB Consolidated Application Directions. | \$90,000.00 | \$0.00 |
| 9 | LEA Improvement PD - If LEA is designated for LEA Improvement in 2010-2011, a 10% set-aside to be reserved to provide professional development is required until the LEA is removed from LEA improvement status. See Requirement 3 in the NCLB Consolidated Application Directions. See "LEA-School Imp Set Aside" sheet below (in yellow) to calculate school-level contribution. | | |
| 9A. | *School-level PD set aside = \$15,704.20 Reduced LEA-level PD set aside = \$29,295.80 | \$45,000.00 | \$0.00 |
| | *****DO NOT ENTER ANYTHING INTO BLUE CELLS ABOVE***** *Amount from the 10% of school-level Title I budget that can be applied to the LEA Improvement required 10% set aside for PD thereby reducing that amount. AUTOMATICALLY POPULATED | | |
| 10 | Neglected or Delinquent Support - Additional support for neglected or delinquent students. Only LEAs that reported student counts are required to set aside funds for transition or other support programs. | \$0.00 | \$0.00 |
| | TOTAL SET-ASIDES (Do not enter anything here; it's calculated for you.) | \$218,760.28 | \$0.00 |
| Item | Determining Funds Available for Distribution to Schools | TI Amount | ARRA Amt |
| 12 | Enter Title I-A grant allocation for 2010-2011 and ARRA I Continuation Funds, if any | \$450,000.00 | \$0.00 |
| 13 | Subtract Total Set-Asides | \$218,760.28 | \$0.00 |
| 14 | Carryover from 2009-2010 (To be entered during the amendment process.) | | |
| 15 | Funds Available to Schools (calculated for you). This amount will be entered automatically in Funds Available to Schools on the School Selection Table page. | \$231,239.72 | \$0.00 |

| | | | | | |
|------|---------|-----------|----------------------------------|-------|--------------|
| Date | 3/15/11 | LEA Name: | Alphabet Unified School District | CTDS: | 00-11-22-000 |
|------|---------|-----------|----------------------------------|-------|--------------|

NOTE: The shaded items above are entered in the Instructions page of this file. You don't need to enter them again.

School Selection Table

FY2011 Title I and ARRA School Allocations by Rank Order

Complete LEA Information and Totals. Provide information for **ALL** schools in the district or charter **whether or not they will receive Title I or Recovery Funds**.

Delete extra rows before submitting this file to ADE.

| | | | |
|--|---|--|-----------------------------------|
| 1. Number of schools (total # of schools in LEA) | 4 | 4. Check (X) here if serving schools below 35% | |
| 2. Check one (X) if schools served by: | | MUST apply 125% Minimum per-child allocation rule** | |
| grade span OR | | 5. Funds Available to Schools (automatically calculated) | |
| without regard to grade span | X | Title I Funds | \$231,240 |
| 3. Check (X) all that apply: | | Recovery Funds (ARRA below) | \$0 |
| Less than 1000 enrolled in the district* | | Must equal column 9 Total below. | Must equal column 13 Total below. |
| Same PPA for all schools | X | 6. Complete table. Note: Once you insert numbers in columns 4, 5, & 6 below, the (#DIV/O!) in column 7 will go away. | |
| Varied PPA in rank order | | Select all school data and sort from <u>highest to lowest</u> poverty. | |
| | | PPA must be ranked in the same order as the poverty percentages for each school or equal for all schools. | |

* Districts with less than 1000 students and/or only one building per grade span must complete this page, but are not required to rank order schools for TI-A funding or apply the 125% Rule (see below).

** 125% Rule - see comment in cell I7 under 4 above. Calculate PPA by formula.

Abbreviations:

ARRA = American Reinvestment and Recovery Act

SW 1 = Title I funds only are used for Title I program

TA = Targeted assistance

NF = Not funded

SW 2 = All federal funds are used for Title I program

TI = Title I

PPA = per pupil amount

SW 3 = All federal, state, and local funds are used for Title I program

| | List ALL Schools in LEA in Rank order by Poverty (1) | Enter Grade Span (2) | Schoolwide (SW1, SW2, or SW3) or Targeted Assistance (TA) or Not Funded (NF) (3) | Total School Enrollment (4) | #Public School Poverty Count (5) | # Private School Poverty Count (6) | Percent of Poverty (col5 + col6/col4) (7) | TI Per Pupil Amount (8) | Total Title I School Attendance Allocation (9) | Title I School Allocation (col5 X col8) (10) | Title I Private School Allocation (col6 X col8) (11) | ARRA Per Pupil Amount (12) | Total ARRA School Attendance Allocation (13) | ARRA School Allocation (col5 X col12) (14) | Private School ARRA Allocation (col6 X col12) (15) |
|--------|--|----------------------|--|-----------------------------|----------------------------------|------------------------------------|---|-------------------------|--|--|--|----------------------------|--|--|--|
| TOTALS | | | | 591 | 385 | 0 | 65.14% | | \$231,182 | \$231,182 | \$0 | | \$0 | \$0 | \$0 |
| 1 | ABC Elementary School | K-6 | SW2 | 170 | 135 | 0 | 79.41% | \$674 | \$90,990 | \$90,990 | \$0 | | \$0 | \$0 | \$0 |
| 2 | GHI Elementary School | P-6 | SW2 | 162 | 110 | 0 | 67.90% | \$674 | \$74,140 | \$74,140 | \$0 | | \$0 | \$0 | \$0 |
| 3 | XYZ High School | 9-12 | SW2 | 138 | 98 | 0 | 71.01% | \$674 | \$66,052 | \$66,052 | \$0 | | \$0 | \$0 | \$0 |
| 4 | JKL Middle School | 7-8 | NF | 121 | 42 | 0 | 34.71% | \$0 | \$0 | \$0 | \$0 | | \$0 | \$0 | \$0 |

| | | | | | |
|--------------|---------|------------------|----------------------------------|----------------|--------------|
| Date: | 3/15/11 | LEA Name: | Alphabet Unified School District | CTDS #: | 00-11-22-000 |
|--------------|---------|------------------|----------------------------------|----------------|--------------|

This worksheet is designed for LEAs that are in LEA Improvement *and* have schools in School Improvement. If your LEA is not in this situation, do not use this sheet. Proceed to next worksheet as appropriate.

| Reason for LEA/School Improvement ConApp Tables | Example: |
|---|--|
| LEAs that have been labeled in LEA Improvement are required to set aside 10% of their Title I allocation for professional development. | LEA Title I allocation = \$1,000,000 X 10% = \$100,000 = set aside for LEA Improvement PD |
| LEAs that have schools that have been labeled in School Improvement are required to set aside 10% of those schools' Title I allocation for professional development. | School-level Title I allocation total = \$50,000 X 10% = \$5,000 = set aside for School Improvement PD |
| LEAs that have schools in School Improvement and are in LEA Improvement may use the 10% school set aside(s) for PD to make up the total 10% required LEA PD set aside. | School Improvement set aside applied to \$100,000 LEA Improvement set aside: \$100,000 - \$5,000 = \$95,000 from LEA Title I allocation |

Follow the steps below to calculate the *School* Improvement PD set asides to be applied to the *LEA* Improvement PD set aside.

| <p>Step 1: As usual, use the Funds Available to Schools figure in the School Selection Table to determine the PPA for each school. This will give you each school's allocation amount.</p> <p>Step 2: Calculate School Improvement Set Aside(s):</p> <p>From the School Selection Table, enter the allocation below for each school in School Improvement. The 10% allocation and total will be automatically calculated for you and the total will populate Item 9A of the Title I Set Aside Table.</p> | | | |
|--|-------------------|--------------------------|--|
| School in Improvement | School Allocation | 10% of School Allocation | |
| ABC Elementary School | \$90,990.00 | \$9,099.00 | |
| XYZ High School | \$66,052.00 | \$6,605.20 | |
| | \$0.00 | \$0.00 | |
| | \$0.00 | \$0.00 | |
| | \$0.00 | \$0.00 | |
| | \$0.00 | \$0.00 | |
| | \$0.00 | \$0.00 | |
| | \$0.00 | \$0.00 | |
| | \$0.00 | \$0.00 | |
| | \$0.00 | \$0.00 | |
| | \$0.00 | \$0.00 | |
| | \$0.00 | \$0.00 | |
| | \$0.00 | \$0.00 | |
| 10% School Set Aside Total (Item 9A of the Title I Set Aside Table - automatically populated): | | \$15,704.20 | |

Full Time Equivalent – FTE

The term, FTE, refers to the number of positions being budgeted into a program.

If a position is funded from more than one funding source, then .FTE (.30 etc.) will be used in the line item description and on the FTE page that is to be submitted at the same as the application/amendment for funding.

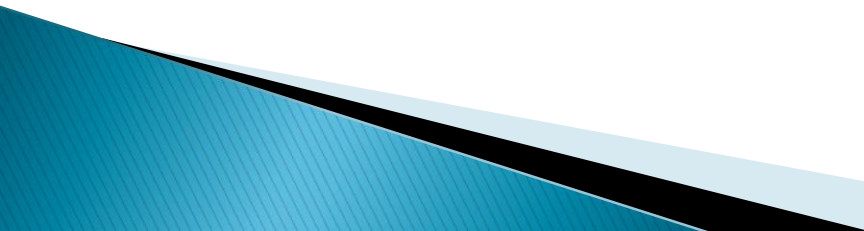
REMEMBER: Time and Effort documents will need to be maintained to support any FTE that is split funded.



FTE continued . . .

The FTE calculation reflects the amount of time during a regular work period (40 hours per week, etc.) that a position is contributing to a particular funding source.

If a position is responsible for duties that fall into more than one funding category, it will need to be split out on the budget. For instance, if a teacher is working in a classroom instructing students for part of the day and is providing professional development to others during the rest of the day, the budget should reflect the .FTE for instruction in the 1000 category and the .FTE for professional development in the 2100 category.



| | | | | | | | | | | | | |
|---|---------------------|-----------------------------------|---|-----------------|--|----------------------------------|--------------------------|-----------------|------------------------------------|--------------|------|--|
| Date | | 3/15/11 | | LEA Name | | Alphabet Unified School District | | CTDS: | | 00-11-22-000 | | |
| <p align="center">Summary of Certified/Professional FTEs supported by NCLB ConApp Funds and ARRA Title I Grant Funds</p> <p align="center">Include personnel such as teachers, staff developers, program administrators</p> <p>Under 2300 Administration and 2100 Support Services: list positions, number of FTEs, # of staff, and total of salaries and benefits by funding source.</p> <p>Under 1000 Instruction: In column A, select extended time code using drop down list. In column B, enter Title I funded school name or, if a district-wide program, enter "LEA Program." Then, for each funding source, enter number of certified teachers, number of FTEs, and the total of salaries and benefits, including stipends for staff to provide instruction outside contracted time.</p> | | | | | | | | | | | | |
| <p align="center">ATTENTION - DO NOT Enter Totals (gray shaded areas) - they will be calculated for you.</p> | | | | | | | | | | | | |
| <p align="center">2300 Administration</p> | | | Enter the total # of certified admin. and # of corresponding FTEs they represent | | | | | | Budgeted Amounts by Funding Source | | | <p align="center">Total for Professional Admin Staff \$</p> |
| | | | Title I | | Title II-A | | ARRA | | Salaries + Benefits | | | |
| | | | # of Certified Admin. | # of FTEs | # of Certified Admin. | # of FTEs | # of Certified Admin. | # of FTEs | Title I | Title II-A | ARRA | |
| Totals | Position | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | \$0 | \$0 | \$0 | \$0 |
| | | | | | | | | | | | | \$0 |
| | | | | | | | | | | | | \$0 |
| | | | | | | | | | | | | \$0 |
| <p align="center">ATTENTION - DO NOT Enter Totals (gray shaded areas) - they will be calculated for you.</p> | | | | | | | | | | | | |
| <p align="center">2100 Support Services</p> | | | Enter the total # of certified support personnel and # of corresponding FTEs they represent | | | | | | Budgeted Amounts by Funding Source | | | <p align="center">Total for Professional Support Services Staff \$</p> |
| | | | Title I | | Title II-A | | ARRA | | Salaries + Benefits | | | |
| | | | # of Cert. Support Serv. | Total # of FTEs | # of Cert. Support Serv. | Total # of FTEs | # of Cert. Support Serv. | Total # of FTEs | Title I | Title II-A | ARRA | |
| Totals | Position | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | \$2,713 | \$0 | \$0 | \$2,713 |
| | Substitute Teachers | | | | | | | | \$2,713 | | | \$2,713 |
| | | | | | | | | | | | | \$0 |
| | | | | | | | | | | | | \$0 |
| | | | | | | | | | | | | \$0 |
| | | | | | | | | | | | | \$0 |
| <p align="center">ATTENTION - DO NOT Enter Totals (gray shaded areas) - they will be calculated for you.</p> | | | | | | | | | | | | |
| Date | | 3/15/11 | | LEA Name | | Alphabet Unified School District | | CTDS: | | 00-11-22-000 | | |
| <p align="center">ATTENTION - DO NOT Enter Totals (gray shaded areas) - they will be calculated for you.</p> | | | | | | | | | | | | |
| <p align="center">1000 Instruction</p> | | | Enter the total # of certified teachers and # of corresponding FTEs they represent | | | | | | Budgeted Amounts by Funding Source | | | <p align="center">Total for Teachers \$</p> |
| | | | Title I | | Title II funds may no longer be used for Class Size Reduction. See Title II Director for guidance. | | ARRA | | Salaries + Benefits | | | |
| | | | # of Teachers | Total # of FTEs | | | # of Teachers | Total # of FTEs | Title I | Title II-A | ARRA | |
| Title I Program Type | Title I School Name | Select content of Title I program | | | | | | | | | | |
| B/AS | ABC Elementary | Reading | 5.00 | 3.90 | | | 0.00 | 0.00 | \$237,306 | \$0 | \$0 | \$237,306 |
| PS | GHI Elementary | Both | 3.00 | 2.50 | | | | | \$148,522 | | | \$0 |
| PS | GHI Elementary | Both | 1.00 | 1.00 | | | | | \$61,132 | | | \$0 |
| P/PO | XYZ High School | Math | 1.00 | 0.40 | | | | | \$27,652 | | | \$0 |

| | | | | | |
|------|---------|----------|----------------------------------|-------|--------------|
| Date | 3/15/11 | LEA Name | Alphabet Unified School District | CTDS: | 00-11-22-000 |
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Summary of Classified/Clerical FTEs supported by NCLB ConApp Funds & ARRA Title I Grant Funds

Include instructional paraprofessionals, parent translators, clerical program staff, etc.

Under **2300 Administration** and **2100 Support Services**: list non-instructional administrative positions, number of FTEs, and total of salaries and benefits by funding source.

Under **1000 Instruction**: In column A, select extended time code using drop down list. In column B, enter Title I funded school name or, if a district-wide program, enter "LEA Program." Then, for each funding source, enter number of instructional paraprofessionals, number of FTEs, and the total of salaries and benefits, including **stipends** for staff to provide instruction outside contracted time.

ATTENTION - DO NOT Enter Totals (gray shaded areas) - they will be calculated for you.

| 2300 Administration | | | Enter the total # of admin. and # of corresponding FTEs they represent | | | | | | Budgeted Amounts by Funding Source | | | Total for Professional Admin Staff \$ |
|------------------------|----------|------|--|-----------|------------------------|-----------|------------------------|-----------|------------------------------------|------------|------|---------------------------------------|
| | | | Title I | | Title II-A | | ARRA | | Salaries + Benefits | | | |
| | | | # of classified admin. | # of FTEs | # of classified admin. | # of FTEs | # of classified admin. | # of FTEs | Title I | Title II-A | ARRA | |
| Totals | Position | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | \$0 | \$0 | \$0 | \$0 | |
| | | | | | | | | | | | \$0 | |
| | | | | | | | | | | | \$0 | |
| | | | | | | | | | | | \$0 | |
| | | | | | | | | | | | | |

ATTENTION - DO NOT Enter Totals (gray shaded areas) - they will be calculated for you.

| 2100 Support Services | | Enter the total # of support services personnel and # of corresponding FTEs they represent | | | | | | Budgeted Amounts by Funding Source | | | Total for Professional Support Services Staff \$ |
|--------------------------|------------------|--|-----------------|--------------------------|-----------------|--------------------------|-----------------|------------------------------------|------------|------|--|
| | | Title I | | Title II-A | | ARRA | | Salaries + Benefits | | | |
| | | classified support serv. | Total # of FTEs | classified support serv. | Total # of FTEs | classified support serv. | Total # of FTEs | Title I | Title II-A | ARRA | |
| Totals | Position | 2.00 | 1.34 | 0.00 | 0.00 | 0.00 | 0.00 | \$22,628 | \$0 | \$0 | \$22,628 |
| | Homeless Liaison | 1.00 | 0.34 | | | | | \$7,094 | | | \$7,094 |
| | Parent Liaison | 1.00 | 1.00 | | | | | \$15,534 | | | \$15,534 |
| | | | | | | | | | | | \$0 |
| | | | | | | | | | | | \$0 |
| | | | | | | | | | | | \$0 |

| | | | | | | |
|------|---------|---------|----------|----------------------------------|-------|--------------|
| Date | 3/15/11 | 3/15/11 | LEA Name | Alphabet Unified School District | CTDS: | 00-11-22-000 |
|------|---------|---------|----------|----------------------------------|-------|--------------|

ATTENTION - DO NOT Enter Totals (gray shaded areas) - they will be calculated for you.

| 1000 Instruction | | | Enter the total # of paraprofessionals and # of corresponding FTEs they represent | | | | | | Budgeted Amounts by Funding Source Salaries + Benefits | | | Total for paraprofessionals \$ |
|----------------------------|------------------------|--|---|--------------------|-------------------|---------------------------|--------------------|---------|---|------|--|--------------------------------|
| | | | Title I | | Title II-A N/A | | ARRA | | | | | |
| Title I Program Type | Title I School Name | Select content of Title I program | # of paraprofessionals | Total # of FTEs | | # of paraprofessionals | Total # of FTEs | Title I | Title II-A N/A | ARRA | | |
| | | | 0.00 | 0.00 | | 0.00 | 0.00 | \$0 | | \$0 | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

Title I Carryover

If an LEA has a Title I allocation of \$500,000 or more . . .

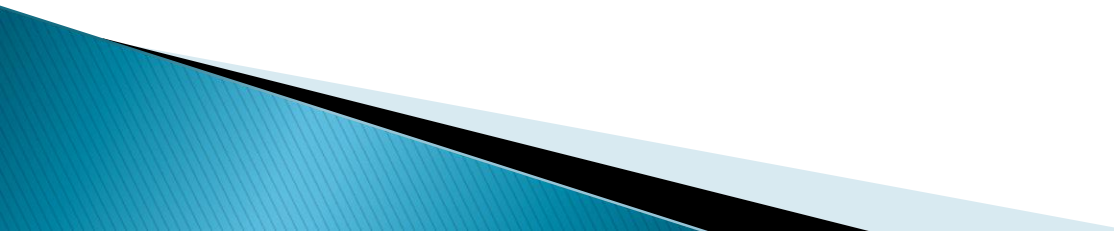
- ▶ Required to spend at least 1% of the allocation for **Parent Involvement**
 - If the total amount is not expended, the remaining amount will need to be carried over into the new fiscal year to be expended for **parent involvement**.
 - There will also need to be 1% of the new fiscal year's allocation expended for that purpose.

Parent Involvement Set Aside

Example: \$600,000 allocation 1% = \$6,000

LEA expends \$5,000 for Parent Involvement in FY11.

\$1,000 will need to be carried over to FY12 and expended for Parent Involvement.



LEA Improvement Set Aside

If an LEA is in LEA Improvement . . .

- ▶ The LEA is required to set aside and expend 10% of the Title I allocation to address the reason that the LEA is in Improvement.
 - If the LEA does not expend the full 10%, the remainder must be carried over into the next fiscal year and expended for the LEA Improvement reason.

LEA Improvement Set Aside continued . . .

Example: \$600,000 allocation 10% = \$60,000

LEA expends \$30,000 for LEA Improvement in FY11.

\$30,000 will need to be carried over into FY12 and expended for LEA Improvement reason.

Now, you may have to
spend \$90,000 in FY12!



In LEA *and* School Improvement?

If an LEA is in LEA Improvement and has one or more schools in School Improvement, then the 10% of the school-level allocation that is required to be set aside for each school in School Improvement for PD may be counted toward the 10% Title I allocation that is required to be set aside for PD for being in LEA Improvement.



Huh?!

Example:

Alphabet Unified District is LEA Improvement

Title I allocation = \$450,000

10% = \$45,000 for PD

ABC Elementary is in School Improvement

School level allocation = \$144,045

10% = \$14,404.50

XYZ High School is in School Improvement

School level allocation = \$104,566

10% = \$10,456.60 for PD



Example continued . . .

| LEA-Level 10% for PD | |
|----------------------|--|
| \$45,000 | |

| School-Level 10% for PD | |
|-------------------------|--------------------|
| ABC Elementary | \$9,099.00 |
| XYZ High School | \$6,605.20 |
| Total | \$15,704.20 |

| LEA Imp 10% | School Imp 10% | Difference |
|-------------|----------------|-------------|
| \$45,000 | \$15,704.20 | \$29,295.80 |

The total contribution for PD from those schools in School Improvement toward the LEA Improvement 10% requirement is
\$15,704.20.

The LEA level contribution to PD has been reduced to
\$29,295.80.

These figures must be expressed in the Line Item Descriptions in your budget under Support Service 2100:

Title I: LEA Improvement 10% PD: \$45,000:

\$9,099.00 for PD for ABC Elementary staff for [reason for being in School Improvement].

\$6,605.20 for PD for XYZ High School staff [reason for being in School Improvement].

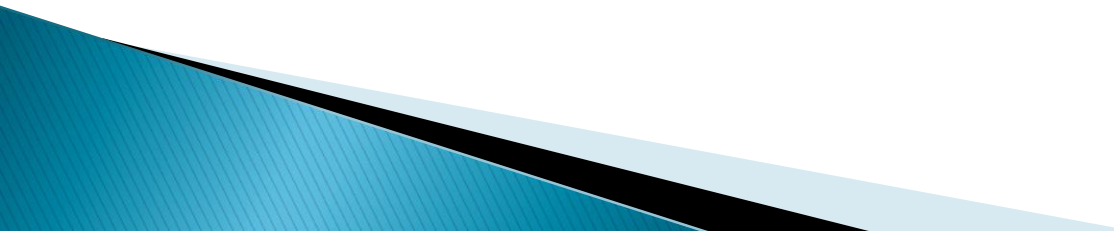
\$29,295.80 for PD for [reason for being in LEA Improvement] at LEA-level.



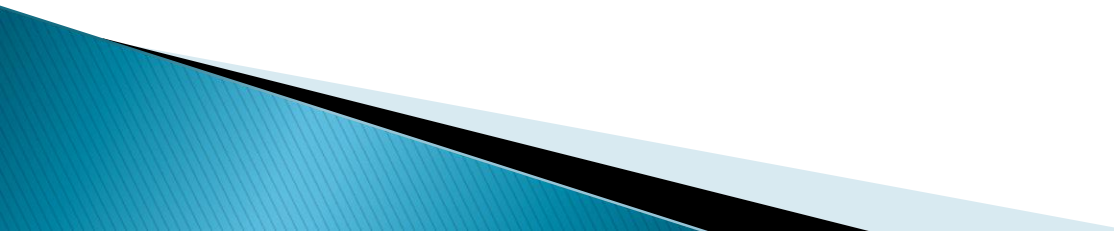
Completion Reports

When reviewing completion reports for FY11 expenditures, your Program Specialist will compare the budgeted set asides based on your FY11 Title I Set Aside Table vs. actual expenditures of these set asides.

Anything left over for Parent Involvement, LEA Improvement, and School Improvement will need to be carried over into FY12 for those same purposes.



Continuous Improvement Plan

- ▶ Based on the expenditures in the sample application, what should we expect to see in the Continuous Improvement Plan for Alhabet Unified District?
 - ▶ Goal 1A Reading/Language Arts Proficiency?
 - ▶ Goal 1B Mathematics Proficiency?
 - ▶ Goal 2 Equitable Distribution of Effective Teachers?
 - ▶ Goal 6 Parent Involvement?
- 

Evaluation: How do you know you have achieved your goal?



Evaluating the Continuous Improvement Plan

While conducting a comprehensive needs assessment, ask yourselves some questions:

- ☐ Were your goals met?
- ☐ Did all subgroups of students meet the specified goals?
- ☐ Did each grade level meet the specified goals?
- ☐ Are your teachers more effective?
- ☐ Did your campuses become safer?
- ☐ Were more parents involved?
- ☐ Should technology be more integrated into the curriculum?

What will you do with this information?

Evaluating the Continuous Improvement Plan continued . . .

In order for the plan to have a significant impact in the improvement of teaching and learning, the LEA must . . .

- ▶ Evaluate and revise the Plan at least once a year!
- ▶ When writing or revising the plan, consider the following:
 - How will you determine the cause(s) of goal(s) not being met?
 - ✓ What specific steps will be taken to evaluate progress toward the overall goals, strategies and action steps?
 - ✓ what data will be collected?
 - ✓ What method(s) will be used to collect the data?

Evaluating the Continuous Improvement Plan continued . . .

- ▶ Consider the root causes of present achievement, and then plan to implement systemic actions to address root causes
- ▶ What changes need to be made to the goal, strategies, action steps?
- ▶ Who will be responsible for revising the existing plan and updating the plan on ALEAT?
- ▶ How will you share the revised plan with your LEA community?

| | | |
|-------------------------------|--|-------|
| LEA: | | CTDS: |
| Reviewer: | | Date: |
| File in LEA SharePoint Folder | | |

REQUIRED DOCUMENTS

Consolidated Plan/Goals in ALEAT or
 Operating under Interim Plan (maximum 1 year)
 FY11 Prayer Certification - Due Date **Oct. 1st** - (Available Aug. 1st)
 FY11 Title I Eligibility and Program Report Due Date **Oct. 1st**
 Private Schools Affirmation of Consultation (Charters n/a)
 Cycle Documents Current - check on ALEAT and with Tee

REVIEW CRITERIA

Check for CPU comments and coding issues
 For ARRA application, waivers are appropriately checked.
 Fiscal expenditures align to Plan and Program descriptions sufficient
 Proportionality – expenditures are reasonable & appropriate for allocation
 Title I Set-Asides balance with line item budget/description amounts
 Expenditures in line item descriptions balance with line item amounts (for both Titles I & II)
 No obvious non-allowable expenses per CFR or program requirements (TA or SW)
 Evidence of a Title I program (TA or SW1, SW2, SW3) per FTE pages of Application Tables
 Title I Reading Teacher(s) holds Reading Endorsement
 HQ Paras supervised by an HQT with Reading Endorsement, as applicable

Capital Outlay – all items listed and location identified by name of school
 (check Completion Report, as necessary, to prevent duplication of expenditures in prior year)

Title II expenditures - allowable & in appropriate order: HQ, PD, then CSR 9 (See Guidance Form)

- ◆ **Review conducted by Title II staff if LEA on HQ Improvement Plan (per 2141 or A 133 Audit)**
- ◆ Title II support for non-HQ teachers on ITPs. Review HQT Report in Common Log on.
- ◆ High quality PD (per definition in Section 9101(34))

APPLICATION TABLES - complete and accurate including appropriate use of ARRA funds

- Title I Set Asides page – required set asides entered

Note: If LEA chooses to use ARRA Funds to pay for all or a portion of Homeless or Parent Involvement funds this is clearly identified in the application)

- ◆ Homeless services (If ARRA funds are paying for these services, this action is clearly stated)
- ◆ Parent involvement – 1% if Title I allocation > \$500,000
- ◆ School and/or LEA Improvement/SES/Public School Choice

- School Selection Page

- ◆ All schools listed by rank order of poverty rates

NOTE: Per Section 1113(a)6, LEAs with less than 1000 students and/or only one building per grade span are exempt from rank order, 125% rule, and serving schools with 75%+ poverty

- ◆ Title I school programs identified as TA or SW1, SW2, SW3 - verify with Title I Status Report
- ◆ School Allocations are approximate to expenditures in application
- ◆ Private school counts and allocations included, as appropriate
- FTE pages completed and totals match line item description totals
- Title II Private School page completed, if applicable
- Title I-D page completed, if applicable

Assistance

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Disclaimer:

Any resemblance to the
Lollipop Guild is purely
coincidental.

